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United States Coast Guard

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COMDTINST 5350.22B

JUNE 25 2001

COMMANDANT INSTRUCTION 5350.22B

Subj: COAST GUARD PARTNERSHIP IN EDUCATION

1. **PURPOSE.** This Instruction establishes policy for carrying out the National Partnership In Education Program for the Coast Guard.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
3. **DIRECTIVES AFFECTED.** Coast Guard Partnership In Education: 2000, COMDTINST 5350.22A and Coast Guard Partnership In Education: 2000: Award Nominations, COMDTNOTE 5350 are cancelled.
4. **DISCUSSION.** The Coast Guard has set up partnership programs under the National and Community Service Act of 1990. This commitment includes enhancing educational opportunities and career awareness for the nation's youth through direct participation in education related programs. All members of the Coast Guard family, active duty, reservists, auxiliarists, civilians, and retirees are encouraged to participate in their communities. All Coast Guard commands should establish local Partnership Programs.
5. **OBJECTIVE.** The Coast Guard Partnership In Education Program should:
 - a. Increase the Coast Guard's potential to recruit in the diverse work force that will enter the labor market in the 21st century.
 - b. Promote excellence in education by helping local school systems and community groups, especially in communities with large minority populations.

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COMDTINST 5350.22B

- c. Provide elementary through high school students with opportunities to achieve academic excellence in many fields of study - particularly English, history, science, mathematics, computer science and marine science.
- d. Create student awareness of the Coast Guard's missions and people.

6. **BACKGROUND.**

- a. Minorities and women are underrepresented in the Coast Guard. The Coast Guard is dedicated to achieving diversity in its work force. Achieving diversity, however, will become increasingly difficult as the competition for qualified women and minority applicants continues to intensify in the 21st century. The Coast Guard must, therefore, continue to reach out to women and to minority communities.
- b. Presidential Proclamation 5112 established the National Partnership In Education Program. The President later requested each Executive Department to set up partnerships with local schools. The Proclamation suggested elements of agency programs include employees volunteering in tutoring programs, sponsoring field trips and tours, providing classroom speakers and participating in classroom seminars.
- c. The National and Community Service Act of 1990, Public Law, Number 101-610, directs the head of each federal agency to design and carry out a comprehensive strategy to involve employees in partnership programs with elementary and secondary schools.

7. **DISCUSSION.**

- a. All Coast Guard units should enter into cooperative programs with schools. They can work directly with students to heighten their awareness of traditional Coast Guard values - drug free life styles, emphasis on scholarship, personal initiatives and responsibility, and individual self-worth. They can also inform students of the many rewarding careers offered by the Coast Guard. These programs will enhance the Coast Guard's viability as a possible career alternative to the students upon graduation from high school. In turn, the Coast Guard will improve its ability to recruit in the 21st century and achieve a more diverse work force.
- b. Many Coast Guard districts and units throughout the country are already participating in their communities as partners in education. They are helping our nation's youth of all ethnic and racial backgrounds and genders. For example, the Elizabeth City commands mentor students through their HOSTS (Help One Student to Succeed) program. Group St. Petersburg participates in the "500 Role Models of Excellence Project" which introduces civic role models to minority students to enhance self-image and academic performance. The Ninth Coast Guard District assisted in obtaining a \$375,000 grant to outfit their partnership schools with state-of-the-art computers. These programs, and others like them, support the National and Community Service Act of 1990. They also enhance the Coast Guard's visibility in local communities. (See enclosure (1) for guidelines on setting up partnership programs.)

- c. Partnerships are more than unit activities. Individual members - regular, reserve, auxiliary, civilian and retirees - may build relationships with local schools. They may select a school, preferably one with a large minority or diverse enrollment, and fashion efforts commensurate with their abilities and levels of commitment. Options include sponsoring field trips to units, sending representatives to school on career-days, recognizing high-achieving students, joint participation in other school and unit events, and much more. Enclosure (2) is a PIE Program Coordinator Quick Reference to assist commands in establishing partnerships.

8. **RESPONSIBILITY.**

- a. Commandant (G-H), the Senior Coast Guard Official under the National and Community Service Act of 1990:
 - (1) Promulgate policy and guidelines for Coast Guard Partnership In Education program.
 - (2) Conducts workshops for Coordinators.
 - (3) Administers a servicewide program for annual Coast Guard partnership awards.
- b. Local Recruiting Commands assist Partnership Program Coordinators to identify schools for participation.
- c. Area and district commanders, commanders of maintenance and logistic commands and commanding officers of headquarters units:
 - (1) Develop, set up and support Partnership In Education programs.
 - (2) Appoint a Partnership Program Coordinator in the paygrade O-4, GS-12 or above; and forward the name, address and phone number to Commandant (G-HE).
 - (3) Enclosure (3) contains the eligibility criteria for unit and collaborative awards and nominating procedures for the annual Partnership In Education Awards. Individual participation should be recognized through the Medals and Awards Program, or current instructions for civilian honorary awards.
 - (4) Report all program initiatives via the event form on the G-H website. For units without CGWIII the form attached as enclosure (4) may be mailed, faxed or e-mailed to TCalvert@comdt.uscg.mil.
- d. All commands:
 - (1) Encourage participation by all active, reserve, auxiliary and civilian personnel.
 - (2) Provide a reasonable amount of time for volunteer personnel to participate in program activities.

Enclosure (1) to COMDTINST 5350.22B

- e. Partnership Program Coordinators shall guide and help develop, implement and coordinate partnership programs.
- f. Director of Auxiliary in district offices shall assist the Partnership Program Coordinators by identifying interested Auxiliarists for participation in the program.

W. R. SOMERVILLE
Assistant Commandant for Civil Rights

Encl: (1) CG Partnership In Education Program Guidelines
(2) PIE Program Coordinator Quick Reference
(3) Partnership In Education Award Criteria
(4) Partnership In Education Events Form

CG PARTNERSHIP IN EDUCATION PROGRAM GUIDELINES

PIE GUIDELINES. The guidelines are divided into four broad-based categories based on school needs. Local programs may address any or all of those needs:

1. Advocacy/Advisory Programs.

- a. Develop programs to increase others' involvement (e.g., police, firemen, community, business, goal setting and role of agency/unit).
- b. Advise on special projects (e.g., Weekend Achievers Program, science fairs, hobbies and computer literacy workshops).
- c. Serve on an advisory committee for a special program (e.g., school beautification, fitness program).
- d. Advise a curriculum committee (oceanography, marine science, engineering, mathematics, information systems management and computer science).
- e. Help in fund raising activities, for example, bake sales. (See Note ¹ of this enclosure.)

2. Instructional Support Programs.

- a. Participate in tutorial services (any subject area) or classroom presentations.
- b. Provide interpretive services.
- c. Share your area of expertise in the classroom.
- d. Provide guest instructors.
- e. Participate in a speakers' bureau.
- f. Help motivate students or staff through:
 - (1) Career awareness/shadowing experiences.
 - (2) Role models to encourage and promote interest in the sciences, mathematics and engineering.
 - (3) Contest/Awards (Note: resources including funding, may be used to support PIE activities.)
- g. Mentor programs.
- h. Interact as professional partners. Work with the school staff to develop new programs or learning materials, which reflect actual application of classroom subjects.

3. Enrichment Programs.

- a. Work with specific groups of students to improve individual skill and leisure activities.
- b. Set up courses for students and staff at your place of work.
- c. Set up and encourage extracurricular clubs (math, computers, electronics, marine science, boating safety).
- d. Conduct tours of a Coast Guard unit, district, or place of work.
- e. Sponsor field trips - unit, district, cultural events.
- f. Provide display space for student creations and performances.

4. Extended Service Programs.

- a. Provide internships or job placement (summer, all year, part-time).
- b. Discuss career opportunities.
- c. Provide shadowing experiences.
- d. Assist in employment/training opportunities and seminars.
- e. Sponsor tours to provide world of work exposures.
- f. Recognize outstanding students and staff.
- g. Start a scholarship fund. (See Note ¹ of this enclosure).
- h. Directly contribute for specific projects. (Note: resources, including funding, may be used to support PIE activities.)
- i. Provide technical aid, instruction or services (e.g., electronics, marine biology, word processing or computers).

¹ Note: The standards of conduct applicable to Coast Guard members and employees prohibit the solicitation, or acceptance, directly or indirectly, of any gift or other thing of monetary value, from a person who: (1) has, or is seeking to obtain, contractual or other business or financial relationships with the Coast Guard; (2) conducts operations or activities that are regulated by the Coast Guard; or (3) has interests which may be substantially affected by the performance or nonperformance of that employee's official duties. Coast Guard members and employees are also prohibited from using their name, Government title, or position, directly or indirectly, in the solicitation of funds for a third party, including nonprofit educational institutions. Assistance in fundraising should be undertaken only after checking with the appropriate legal officer.

PIE PROGRAM COORDINATOR QUICK REFERENCE

1. Prepare For the Partnership.
 - a. Request advice/assistance from the District Partnership Program Coordinator.
 - b. Develop interest and support for the partnership.
 - c. Set up an ad hoc or formal committee.
 - d. Contact the local School Superintendent or Board of Education for potential schools.
 - e. Investigate current partnerships in area.
2. Select Target School(s).
 - a. Focus on schools with a high minority or diverse enrollment, or strong support needs.
 - b. Have school brief the unit on needs. Recall the four areas of needs, or acceptable substitutes.
3. Assess your Unit's Available Resources and Limitations. (materials, personnel and time).
 - a. Survey unit/departments for volunteers. Identify their areas of interest and participation.
 - b. Determine the level at which the unit is willing to participate.
 - c. Identify program resources (personnel, materials, modest funding).
 - d. Make recommendations to brief and receive approval from the commanding officer and/or the officer in charge.
4. Survey Unit/Department for Specific Support of Selected Activities.
 - a. List all areas of partnership the unit/department is willing to support.
 - b. Prepare an agreement listing support activities.
 - c. Submit for school concurrence or negotiation.
 - d. Submit for approval to the commanding officer and/or officer in charge.
5. Formally Brief the School.
 - a. State the purposes and scope of the partnership.

- b. Describe the unit's capabilities and limitations.
- 6. Appoint A Permanent Partnership Committee.
- 7. Approve Agreement (Commanding Officer and School Officials).
- 8. Carry Out the Partnership.
 - a. Define roles and responsibilities.
 - b. Develop procedures to manage and monitor activities.
 - c. Set up assessment periods - short, mid, and long-term.
 - d. Do not over commit. Be able to follow through on the promises made to the students.
- 9. Publicize the Partnership.
 - a. Use newsletters, bulletins or the Plan of the Day.
 - b. Recruit, orient and recognize volunteers.
 - c. Publicize the signing ceremony.
 - d. Share your successes and creative activities.
 - e. Send items of interest to Tcalvert@comdt.uscg.mil for inclusion on G-H web page.

COMMANDANT'S PARTNERSHIP IN EDUCATION AWARD CRITERIA

The Partnership In Education Program Award recognizes the very best unit and collaborative partnership programs developed and/or maintained by a Coast Guard unit during the award period. The award period is from 1 September through 31 May of each year.

1. Award Categories. The award is given in two categories:
 - a. The first category is for the best unit partnership program. This partnership category includes any cooperative effort between a Coast Guard unit and a school.
 - b. The second category is for the best collaborative partnership program. This partnership includes any effort where one or more Coast Guard units coordinate with one or more community organizations to pool resources to assist one or more schools.
2. Eligibility. All Coast Guard units that have entered into and/or have maintained an active unit partnership program or collaborative partnership program, as defined by 1a and b above, from 1 September through 31 May. Each Coast Guard unit is allowed one nomination quota for each of the two award categories.
3. Selection Criteria. A selection panel will be formed by Commandant (G-H) to review all nomination packages and to recommend the award recipients. Factors such as unit size (large or small) and/or geographical location can be considered along with other partnership accomplishments by the selection panel. Each nomination package submitted must reflect the unit's partnership activity and support the unit's stated accomplishments using one or more of the following criteria:
 - a. **Quality Achievement**. The results of accomplished pre-stated goals and objectives, which show positive results for units and schools (e.g., improved test scores, increased morale among members of the units, increased student interest in class work and in Coast Guard missions, increased student and faculty attendance, and identified role models).
 - b. **Excellence In Education**. Documented evidence of enhanced student learning in the areas of reading, math, the sciences, computer learning methods, and drug awareness (e.g., increased test scores, writing essays resulting in academic achievement awards, improved reading and writing skills by developing newsletters, computerized learning instructional techniques, computerized literacy programs, marine science projects, and programs on drug free America or just say no to drugs).
 - c. **Improved Educational Opportunities**. Documentation of students' participation in classroom instruction from tutors, mentors, teacher assistants, lecturers, and guest speakers on expert subject matter. These improved opportunities can be unique classroom instruction, which encompasses science, engineering, and computer sciences.

Other activities can include off-site educational opportunities and improved learning environment (e.g., improved computer skills, computer literacy program, marine science projects, field trips, job shadowing, tours of facilities, and campus beautification projects).

- d. Improved Coast Guard Visibility: Documentation of sound relationships and liaison with various schools and local communities, and public understanding of the Coast Guard missions (e.g., special school and community events, open house and tours, positive working relationships with government/civic leaders, special recognition award to unit, and media coverage of partnership activities).
4. Nomination Procedure. All Coast Guard units should submit nominations through their chain of command to Commandant (G-H). The award period is from 1 September through 31 May of each year. All nominations shall include the following information:
- a. Category of nomination: Unit or Collaborative.
 - b. Unit address, phone, fax number, and e-mail address.
 - c. PIE Coordinator name, phone number, fax number and e-mail address.
 - d. Collaborative partner(s), address, and phone number of partner school(s).
 - e. Name, address, and phone number of partner school(s).
 - f. Number and age/grade of students participating in program.
 - g. Total number of Coast Guard personnel participating as volunteers in the program: military, civilian, reservist, retirees, auxiliaries, or others.
 - h. Approximate number of total volunteer hours during the award period.
 - i. A narrative description of the unit partnership or collaborative partnership program. The narrative should not exceed one single-spaced typewritten page and should address, at a minimum, the following areas:
 - (1) Activities conducted and how they relate to the selection criteria in paragraph 3 above;
 - (2) Innovative and unique approaches to Partnership In Education programs;
 - (3) Demonstrated effectiveness in improving student academic, health/fitness, and/or citizenship performance. If possible, attach a statement or evaluation provided by the school partner;

- (4) Other benefits realized from the program (e.g., benefits to volunteers, the unit, the community);
 - (5) Local, state, or national recognition of the Partnership In Education Program or the school(s) (e.g., media articles and copies of certificates can be attached); and
 - (6) The extent of cooperation for collaborative partnerships with public and/or private sector organizations (e.g., businesses, colleges, universities, churches, foundations, community groups, government, labor unions, media groups, hospitals, or other military services) to pool resources for partnership efforts.
- j. All nominations for the Partnership In Education Awards should be forwarded to Commandant (G-H) by 30 June of the calendar year.

Partnership In Education Events Form

EVENT:

Event Name: _____

Date: _____

Time: _____

Location: _____

Comments: _____

SCHOOL:

School Name/Address/Phone: _____

Level

_____ K-5

_____ Community College/Tech School

_____ 6-8

_____ Graduate School

_____ 9-12

_____ Life long learning

_____ Undergraduate

_____ Other

Contact Person(s): _____

Total number of volunteers: _____

Total volunteer hours: _____

Students _____ Adults: _____

Teachers: _____

Occasion:

_____ Speech

_____ Career Day

_____ Ceremony

_____ Banquet

_____ Lecture

_____ Other

Coast Guard Unit: _____

PIE Coordinator: _____ Phone # _____

Send to: Commandant (G-H), FAX # (202) 267-4282

Phone: (202) 267-1562, or E-mail via the G-H website